

PART IV

STANDARD OPERATING PROCEDURES

NOTE:

THE USE OF THE MASCULINE IN THIS MANUAL IS INTENDED TO FACILITATE READABILITY. THE MASCULINE SHALL EMBRACE BOTH GENDERS.

THE TERMS EMPLOYEE AND MEMBER ARE USED INTERCHANGEABLY AND INDICATE A PERSON EMPLOYED BY THE MILTON POLICE DEPARTMENT IN ANY CAPACITY.

PART IV

INDEX

INDEX

STANDARD OPERATING PROCEDURES

NOTE: ALL S.O.P.'S WHICH HAVE BEEN ISSUED AS OF THE DATE OF THE PRINTING OF THIS MANUAL HAVE BEEN INDEXED. OFFICERS SHOULD ENTER EACH SUBSEQUENT S.O.P. AS THEY ARE RECEIVED AND REMOVE THOSE WHICH ARE OUTDATED.

| <u>NUMBER</u> | <u>TITLE</u> |
|----------------------|---------------------------------|
| 93 - 01 | FAMILY LEAVE ACT |
| 93 - 12 | USE OF M/V SEATBELTS |
| 94 - 01 | M.G.L. 31 |
| 95 - 02 | PROCESSING JUVENILE PRISONERS |
| 95 - 11 | OFF-SITE BOOKING PROCEDURE_____ |
| 95 - 12 | MANDATORY OVERTIME PROCEDURE |
| 96 - 02 | DISPOSITION OF FIREARMS |
| 96 - 13 | DISPATCH PROCEDURE, FALLON AMB |
| 97 - 01 | DETECTIVE CALL BACK PROCEDURE |
| 97 - 02 | FUELING DEPARTMENT VEHICLES |
| 98 - 01 | REQUEST FOR "CODE ZERO" |
| 99 - 01 | DEFIBRILLATORS |
| 99 - 02 | SUPERVISOR'S VEHICLE |
| 99 - 03 | MANNING LEVELS |
| 99 - 04 | STAFFING ON HOLIDAYS |

PART IV

INDEX

| <u>NUMBER</u> | <u>TITLE</u> |
|----------------------|---|
| 99 - 05 | COURT SECURITY DIRECTIVE |
| 2000 - 01 | ANIMAL SHELTER RULES |
| 2000 - 02 | OFF-DUTY EMPLOYMENT FORM |
| 2000 - 03 | MANDATORY COURT APPEARANCE |
| 2000 - 04 | HONOR GUARD |
| 2000 - 05 | SUPERVISOR'S PROCEDURES |
| 2000.6 | AUDIO AND VISUAL RECORDING |
| 2001.1 | POLICE INVESTIGATION-FIRE SCENES |
| 2001.2 | BIOLOGICAL THREAT PROTOCOL |
| 2002.1 | M/V VIOLATIONS-MONTHLY REPORT |
| 2003.1 | AMBER ALERT |
| 2003.2 | INJURED ON DUTY POLICY |
| 2004.1 | PROCESSING,STORING & DISPOSING OF FIREARMS |
| 2004.2 | OPERATION EXODUS |
| 2004.3 | CRIME SCENE RESPONSE |
| 2005.1 | CELLULAR PHONE USE |
| 2005.2 | WHISTLEBLOWER POLICY |
| 2005.3 | HANDCUFFING OF SUSPECTS |
| 2005.4 | CHAPTER 228 OF THE ACTS OF 2000 |
| 2005.5 | SPECIALTY POSITIONS -PROTOCOLS |

| | |
|--------|--------------------------------------|
| 2005.6 | INTERVIEWING SUSPECTS |
| 2005.7 | EYEWITNESS IDENTIFICATION |
| 2005.8 | MILTON POLICE DEPT. PROPERTY RELEASE |